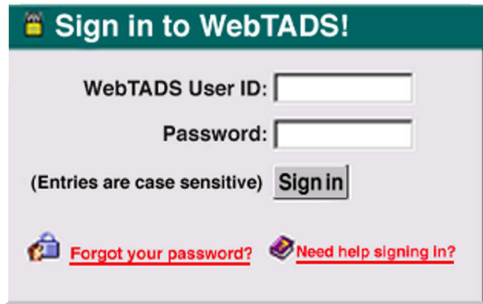


A. ACCESSING WEBTADS FOR THE FIRST TIME



Sign in to WebTADS!

WebTADS User ID:

Password:

(Entries are case sensitive) **Sign in**

[Forgot your password?](#) [Need help signing in?](#)

Login screen

All employees must have a user ID and password prior to using WebTADS.

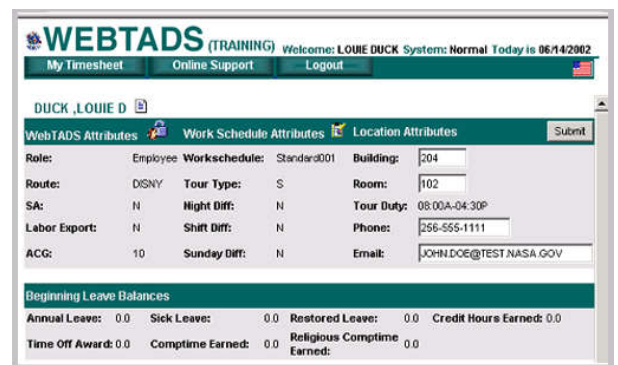
1. Open your internet browser application (Netscape 4.7 or higher or Internet Explorer 5.0 or higher).
2. Type: **www.webtads.arc.nasa.gov** in the address line. Click the [Enter Time](#) link.
3. Enter your user ID and password. Click **Sign in**.

TIP: Avoid using the back and forward buttons in your web browser when working with WebTADS.

TIP: Employees will need to change their passwords every 90 days, in compliance with NPG 2810. Use the [Change Password](#) link on the **Employee Details** screen to change your password.

B. VERIFYING EMPLOYEE DETAILS

1. To view detailed employee information, click the **Employee Details** icon next to your name in the timesheet.
2. Verify your role, work schedule, tour type, route, and default organization. If there are any discrepancies, contact your point of contact.
3. You can edit your building number, room number, phone number and email address. Click **Submit** after making any changes.
4. Click the **My Timesheet** button to return to the timesheet.



WEBTADS (TRAINING) Welcome: LOUIE DUCK System: Normal Today is 06/14/2002

[My Timesheet](#) [Online Support](#) [Logout](#)

DUCK, LOUIE D

WebTADS Attributes		Work Schedule Attributes		Location Attributes	
Role:	Employee	Workschedule:	Standard001	Building:	204
Route:	DISNY	Tour Type:	S	Room:	102
SA:	N	Night Diff:	N	Tour Duty:	08:00A-04:30P
Labor Export:	N	Shift Diff:	N	Phone:	256-555-1111
ACG:	10	Sunday Diff:	N	Email:	JOHN.DOE@TEST.NASA.GOV

Beginning Leave Balances

Annual Leave:	0.0	Sick Leave:	0.0	Restored Leave:	0.0	Credit Hours Earned:	0.0
Time Off Award:	0.0	Comptime Earned:	0.0	Religious Comptime Earned:	0.0		

Employee Details screen

TIP: Leave balances are displayed in the middle of the employee details screen.

C. ADDING PROJECTS

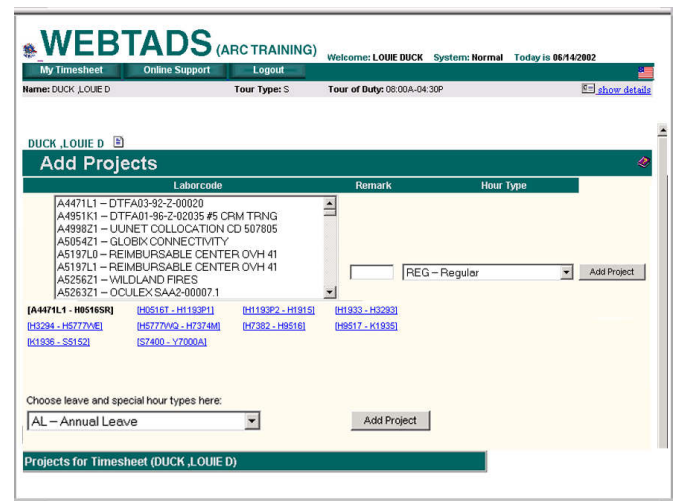
Before entering time, add your job orders and corresponding hour types to your timesheet.

1. From the My Timesheet screen, click the **Add** button next to **Project**.
2. Laborcodes are grouped alphabetically. Click the group that contains your laborcode.
3. Locate and select your project from the **Laborcode** scrolldown menu.
4. Select the appropriate hour type (REG, OT).
5. Click the **Add Project** button.

Once your project has been added, return to **My Timesheet** to enter your time.

TIP: Once a project has been added to your timesheet, it will remain there until you delete it. You may only delete projects if there are no hours entered in the timesheet for that project. To delete a project click on the red "X" to the left of the project on My Timesheet.

TIP: Enter "T" for travel or "H" for home in the remark field if working offsite.



WEBTADS (ARC TRAINING) Welcome: LOUIE DUCK System: Normal Today is 06/14/2002

[My Timesheet](#) [Online Support](#) [Logout](#)

Name: DUCK, LOUIE D Tour Type: S Tour of Duty: 08:00A-04:30P [show details](#)

DUCK, LOUIE D

Add Projects

Laborcode	Remark	Hour Type
A4471L1 - DTF03-92-Z-00020		
A4951K1 - DTF01-96-Z-02035 #5 CRM TRNG		
A4958Z1 - UNJET COLLOCATION CD 507805		
A5054Z1 - GLOBEX CONNECTIVITY		
A5197L0 - REIMBURSABLE CENTER OVH 41		
A5197L1 - REIMBURSABLE CENTER OVH 41		
A5258Z1 - WILDLAND FIRES		
A5263Z1 - OCULEX SAAZ-00007.1		

[A4471L1 - H0516SR] [H0516T - H193P1] [H193P2 - H191S] [H1933 - H2003]

[H0204 - H0272HE] [H0272HG - H0374M] [H0362 - H0516] [H0517 - H1933]

[H0308 - S0152] [G7400 - Y7000A]

Choose leave and special hour types here:

AL - Annual Leave [Add Project](#)

Projects for Timesheet (DUCK, LOUIE D)

Add Projects screen